

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-04-10126/0001	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-04-10126	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-04-10126
		9B. DATED (SEE ITEM 11) 08/26/04
	✓	10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) BARBARA J. HOLLOWAY	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA _____ (Signature of Contracting Officer)	16C. DATE SIGNED

AMENDMENTS TO THE SOLICITATION

1. The Section H clause entitled "LIMITATION OF FUTURE CONTRACTING (HEADQUARTERS SUPPORT) (EPAAR 1552.209-74) (MAR 1997) ALTERNATE V (MAY 1994) DEVIATION" has been modified. The text is as follows:

(c) The Contractor, during the life of this contract, will be ineligible to enter into a contract, **have subcontracts with, or have any financial interest in commercial firms in the Chemical and Biotechnology Industry unless otherwise authorized by the Contracting Officer.** Such firms include but are not limited to, those which manufacture, buy or sell chemical, biological properties, or genetically engineered materials. This also includes the environmental assessment industry, and those firms acting in a consulting or advisory capacity with or for firms subject to the regulations which are related to this contract.

2. The Section H clause entitled "KEY PERSONNEL (EPAAR 1552.237-72) (APR 1984)" has been modified. The text is as follows:

(a) The Contractor shall assign to this contract the following key personnel:

Project **Manager**

3. The attachment entitled "TECHNICAL AND COST PROPOSAL PREPARATION INSTRUCTIONS" has been modified. The text is as follows:

TECHNICAL PROPOSAL INSTRUCTIONS

Technical proposals shall be prepared using the following guidance:

1. Length - The maximum length of the technical proposal shall be limited to 100 single-sided pages (or 50 double-sided pages) typewritten on 8½" x 11" paper, using no less than 12 point character size and no less than an average of 3/4" all around for margins. (Type size limits do not apply to Tables and Figures, provided they are clear and readable.) Two-sided printing is required except on the foldouts. Each printed side counts as one page. If foldout pages are used, these shall not exceed 11" x 17" and each foldout shall count as two (2) pages toward the total page count for the maximum length of the proposal. The two sample work plans required for the two sample work assignments shall count towards the total page limit for the technical proposal (see the Technical Capability section below). The following items are excluded from the above stated page limitations: letters of transmittal, cover pages, table-of-contents and dividers. Resumes and **the client authorization letters for the** Past Performance Questionnaires are also excluded from the above stated page limitations. However, resumes are limited to no more than 3 (three) single-sided pages for each person and **the client authorization letters for the** Past Performance Questionnaires are limited to one single-sided page of the **client authorization letter only**. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the

proposal and adhering to this page limitation. Proposals should be complete, clear, and comply with the solicitation requirements.

4. The attachment entitled "PR-HQ-04-10126 - QUESTIONS AND ANSWERS" has been added. The text is as follows:

Q1. In Clause H.5 paragraph (c), please clarify what is meant by "and/or environmental assessment industry." This phrase seems out of context in the sentence in which it appears.

A1. See Amendment 0001 for the clarification.

Q2. In Clause H.23 paragraph (a), we assume the Project Leader is the same as the Project Manager referenced in the Statement of Work. Please confirm this assumption.

A2. See Amendment 0001 for the clarification.

Q3. With respect to clause L.13 and Attachment 6, please clarify which references should be sent past performance questionnaires by the offeror.

A3. Offerors are to review the lead-in statements for each of the client authorization letters to determine to which of its clients the specific letter will be sent to meet the requirements of L.13. As identified for each letter, the offerors will determine that some clients will be requested to complete the Past Performance Questionnaires and others will be only notified that they may be contacted for past performance information relevant to the solicitation. Offerors are reminded that the clients are to submit the completed past performance questionnaires directly to the Contracting Officer (CO); these documents should not be submitted to the CO by the offerors.

Q4. In paragraph 1 of the Technical Proposal Instructions, please clarify what is meant by "Past Performance Questionnaires are limited to one single-sided page of the transmittal cover letter." The questionnaire provided in Attachment 7 includes two pages.

A4. See Amendment 0001 for the clarification of what constitutes the transmittal cover letter, which is the only document that should be sent to the EPA by the offeror; we do not need a copy of the blank Past Performance Questionnaire. As stated above and in the appropriate client authorization letter, the completed forms will be sent directly to the CO by the clients which received a copy from the offeror.

Q5. Please provide information on the procedure that would be implemented if it becomes necessary to revise the performance measures specified. Given the very specific nature of some of the measures provided, it could become necessary to adjust the measures as technical approaches to Tasks 1 and 2 evolve under EPA direction during the five year term of the contract.

A5. If revisions to the performance measures become necessary during the life of the resultant contract, these would be handled as modifications to the contract.

Q6. Please confirm that providing an estimate of other direct costs as requested in response to the sample work assignments will not be a violation of the requirement to omit all cost and pricing details from the technical proposal. If there is a specific form the other direct cost data should take in the sample work assignment responses, please specify.

A6. Offerors are reminded that the sample work assignments are part of the technical evaluation of the proposal. EPA is interested in reviewing how the offeror addresses the sample statements of work (SOWs). This includes how the *sample* cost proposal is estimated for the *sample* work plan. Neither the sample work plan nor the sample cost proposal will become a part of the resultant contract totals as these are not actual work assignments to be issued with the contract. These are provided for the technical review of the offeror's understanding of the SOWs in accordance with the technical proposal evaluation criteria identified in the solicitation. As such, the sample cost proposals for the sample work assignment SOWs are to be submitted with the technical proposal volume.

Q7. With respect to evaluation factor 1.1, Understanding the Statement of Work, are all tasks in the statement of work given equal weight with respect to proposal scoring?

A7. It is not the Agency's intent to evaluate each task separately since the tasks are interrelated. EPA is interested in evaluating the offerors' overall understanding of the solicitation SOW in accordance with the technical capability evaluation criteria.